

NOTICE TO BIDDERS

Notice is hereby given that the City of South Bend, Indiana, will receive sealed bids at the **Office of the Board of Public Works, 13th Floor, County-City Building, Room 1316, 227 West Jefferson, South Bend, Indiana, until the hour of 9:30 a.m., Local Time, on March 8, 2016,** for the following:

One (1) or More 2016 or Newer Tandem Axle Tractor Powered by Compressed Natural Gas (Spec R)

Specifications are available for download by visiting the City of South Bend's web page at www.southbendin.gov:

- X Click on "Business"
- X Click on "City Public Bids"
- X Click on "Vehicles, Equipment and Miscellaneous Bids"
- X Select specification to download
- X A pop up screen will appear; input company information (address/phone/fax/e-mail) where indicated
- X Click on "Submit Responses"
- X Print the specification or save it to your computer

There is no charge for the specifications. The specifications are also available for review only during regular working hours in the Department of Public Works, 1308 County-City Building, South Bend, Indiana 46601.

Bids received after **9:30 a.m., Local Time, on March 8, 2016**, will be returned unopened.

Bids must be on the City of South Bend Bid/Proposal form provided, which includes a Non-Debarment Affidavit, Non-Discrimination Commitment form, and a Non-Collusion Affidavit Form. Certified Check or Bid Bond in the amount of not less than 10% must be submitted with the bid. A refund of the bid security will be issued upon satisfaction of Bid Award.

Bidders may bid on one (1) or more vehicles, provided however, that the bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on the outside as to the specific vehicle for which the bid is being submitted. Bidders may submit separate bid bonds for each vehicle being bid upon OR may submit one (1) bid bond equal to 10% of the combined total of all vehicle bids submitted.

The Board may reject any bid that does not conform to these requirements as non-responsive.

The Board reserves the right to reject any or all bids or to accept a full or partial award of the bid or bids which, in its judgment, will be to the best interest of the City of South Bend.

BOARD OF PUBLIC WORKS
Linda M. Martin, Clerk

Publish two times:
February 12, 2016
February 19, 2016



One (1) or More 2016 or Newer Tandem Axle Tractor Powered by Compressed Natural Gas (Spec R)
March 8, 2016; 9:30 a.m., Local Time

When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,
CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT
ELIGIBILITY VERIFICATION, NON-DISCRIMINATION COMMITMENT AND
CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS OR FOUNDRY
PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF _____)
) SS:
COUNTY _____)

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.

- a. For purposes of this Certification, “Iran” means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
- b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
 - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
 - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.

4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor’s newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor’s documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor’s good faith efforts to obtain participation by those Contractors certified by the State of Indiana as a Minority Business (“MBE”) or as a Women’s Business

Enterprise (“WBE”) as a factor in determining the lowest, responsible, responsive bidder.

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City’s MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contract for which the discriminatory practice or noncompliance pertains.

7. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products on this project if awarded. I understand that violations hereunder may result in forfeiture of contractual payments.

I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this _____ day of _____, 20__

Contractor/Bidder (Firm)

Signature of Contractor/Bidder or Its Agent

Printed Name and Title

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires _____

Notary Public

County of Residence _____

(To be completed only by Contractors/Bidders claiming to be a "local Indiana business" pursuant to I.C. 36-1-12-22)

INDIANA LOCAL BUSINESS PREFERENCE CLAIM

A "local Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in an affected county.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of affected counties.
- (3) A business that employs residents of affected counties as a majority of its employees.
- (4) A business that makes significant capital investments in the affected counties as defined in rules adopted by the political subdivision.
- (5) A business that has a substantial positive economic impact on the affected counties as defined by criteria in rules adopted by the political subdivision.

An "affected county" refers to St. Joseph County, Indiana, or the following counties located adjacent to St. Joseph County: Elkhart County, Marshall County, Starke County and LaPorte County

There are the following price preferences for supplies purchased from a local Indiana business:

- 5% for a purchase expected by the purchasing agency to be less than \$50,000
- 3% for a purchase expected by the purchasing agency to be at least \$50,000 but less than \$100,000.
- 1% for a purchase expected by the purchasing agency to be at least \$100,000.

Date: _____

Pursuant to I.C. 36-1-12-22, _____ claims a local Indiana business preference for Project _____ (Project # _____) located within the City of South Bend, St. Joseph County, Indiana.

- ☐ The location of the principal place of business is _____:
(Address)
- ☐ St. Joseph County, Indiana
- ☐ The following county located adjacent to St. Joseph County, Indiana: _____.
- ☐ The majority of the business's payroll for the 12 months prior to the date of this Bid is to residents of St. Joseph County, Indiana or the adjacent county noted above.
- ☐ The majority of the business's employees for the 12 months prior to the date of this Bid are residents of St. Joseph County, Indiana, or the adjacent county noted above.

If the business is deemed to be the apparent lowest, responsible, responsive bidder, then it shall provide supporting documentation for the 12 month period prior to the date of the Bid of (i) the total payroll amount paid to all employees of the business, and (ii) the total payroll amount paid to employees who are residents of St. Joseph County and the adjacent county noted above.

WHEN SUPPLYING SUPPORTING PAYROLL RECORDS,
BIDDER SHALL REDACT ALL SOCIAL SECURITY NUMBERS.

Dated this _____ day of _____, 20__.

Contractor/Bidder (Firm)

Signature of Contractor/Bidder or Its Agent

Printed Name and Title



SPECIFICATIONS CITY OF SOUTH BEND

BID NAME	One (1) or More 2016 or Newer Tandem Axle Tractor Powered by Compressed Natural Gas (Spec R)
FOR BIDS DUE	March 8, 2016; 9:30 a.m., Local Time

Pursuant to notices given, the undersigned offers bid(s) to the City of South Bend in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price.

SPEC R – ONE (1) OR MORE 2016 OR NEWER TANDEM AXLE TRACTOR POWERED BY COMPRESSED NATURAL

It is the intent of these specifications to describe a vehicle or piece of equipment for the City of South Bend. The unit shall be bid as a fully equipped complete unit as set out in the attached specifications. No partial or split bids will be accepted. Unit to be bid with and without trade-in if applicable. Vendor to complete bid proposal contained in this bid specification and attach to the submitted bid.

These are minimum specifications. Any variation from the specifications must be spelled out on a separate deviation list in order for the bid to be valid. **Any items not listed on the deviation sheet will be assumed to be part of the unit.**

Proprietary products or specific manufacturers may be referenced herein. Such references are only made to demonstrate minimum scope, quality, and style of the equipment desired. Equipment that is bid pursuant to these specifications shall be of equal quality and size, or greater, to those referenced, and are subject to approval by the South Bend Board of Public Works.

Vendor shall provide all information requested in specifications to qualify for bid. If information on brochure submitted does not completely cover specifications requested, it shall be typed and attached to brochure.

If an Option is included within these specifications, please be advised that, optional items placed in the specifications are to determine the best configuration of the item within a budgeted amount and may be included in the award criteria. If the Board elects to award one or more option(s), the base bid price and the option bid price(s) will be totaled and compared for all bidders offering the final configuration. Award will be made based on the lowest responsible/responsive bid prices submitted for the base bid with selected option(s), if applicable. Failure to submit a bid on an option may result in the entire bid being non-responsive, depending on the final configuration of the product.

Payment will be processed once the unit is inspected and accepted as to meeting the specifications by the Division of Central Services. This will include all manuals and warranty documentation.

Bidder must state as accurately as possible an intended delivery date from the date of the bid award. Due to the age of the City's existing fleet, it is imperative that the unit's be delivered as quickly as possible. **Stated delivery lead time may be included as an integral part of our bid selection process.** FOB Central Services. The unit and all related paperwork is to be delivered to:

Central Services Division
1045 West Sample Street
South Bend, Indiana 46619

All Certificates of Origin/Title Work shall list the owner as:

The City of South Bend
1045 West Sample Street
South Bend, Indiana 46619

The Board will award the bid to the lowest responsible and responsive bidder. If the bid is not awarded to the lowest bidder, the factors used to justify the awards will be stated in writing at the request of any bidder.

The Board reserves the right to reject any and/or all bids or portions thereof and to waive any irregularities or informalities.

TYPE	DESCRIPTION	<u>SHALL BE</u> <u>AS</u> <u>SPECIFIED</u>
		(Circle One)
Chassis:	Tandem axle conventional cab chassis with a cab to trunnion dimension of 135". Approximate wheel base of 200" with heavy duty steel bumper. Front and rear tow hooks to be included.	YES / NO
Frame:	120,000 PSI minimum, single-channel frame with a minimum 2,500,000 in. lb. RBM rating. Fully poly fenders mounted on frame rails over rear tires to control overspray.	YES / NO
Front Axle:	14,000 lbs. with 14,000 lb. suspension and heavy duty shocks.	YES / NO
Steering:	Heavy-duty single power steering gear, with power steering pump and oil-to-air power steering cooler.	YES / NO
Rear Axle/ Suspension:	46,000 lbs. capacity minimum, with driver-controlled locking differentials. 46,000 lb. severe-duty air-ride suspension with transverse torque rods and HD shock absorbers. Suspension to have a manual dump valve with air gauge. Driveshaft's to be extended-lube type with full-round yokes.	YES / NO

TYPE	DESCRIPTION	<u>SHALL BE</u> <u>AS</u> <u>SPECIFIED</u> (Circle One)
Brakes:	Air disc brake system for both front and rear, Bendix ADB22X-V or equivalent. 18 CFM minimum air compressor. Front and rear disc brake rotors with internal adjusters. Heated, automatic moisture ejector on wet tank, and drain valve cables on all other tanks. All-wheel ABS system must have traction control feature. System to have Wabco SS-1200 model air dryer with spin-on cartridge. Air brake reservoirs to be aluminum.	YES / NO
Tires & Wheels:	Front tires – 12R22.5 16-ply radial Michelin XZY-3 or equivalent. Rear tires – 11R22.5 16-ply radial Michelin X-Works XDY or equivalent. Front and rear wheels to be 22.5 x 8.25 inches, and are to be hub-piloted and painted powdercoat white. One spare tire and wheel for both front and rear axles to be included.	YES / NO
Wheel Seals:	Oil type; front and rear.	YES / NO
Engine:	400 horsepower, with 1,450 ft. lbs. torque minimum natural gas engine. Emergency shutdown system for low oil pressure, high water temperature. Air filter shall be replaceable paper type with a restriction gauge. Oil filter to be full flow type. Fuel system to include a low pressure coalescing fuel filter. 1,500 watt block heater to be included. Engine warranty to be a minimum of 5 years/200,000 miles/10,000 hrs.	YES / NO
Cooling:	Radiator to be severe duty largest capacity available. Permanent anti-freeze set to minus 35°.	YES / NO
Transmission:	Allison 4500 RDS, or equal electronic automatic, furnished with PTO provision, temperature gauge, auxiliary oil filter and oil cooler. Allison P-3 extended service coverage - 5 year unlimited miles shall be included. Transynd transmission fluid included. Push button shifter.	YES / NO
Fuel Tank:	Carbon fiber reinforced aluminum, type 3 compressed natural gas tanks. Capacity to be a minimum of 62 DGE (diesel gas equivalent) gallons. Stainless steel tubing and synthetic rubber flexible fuel lines. CNG tanks must also have in-line solenoid shutoff valve and pressure regulators. Methane detection system with one (1) sensor in cab, and one (1) sensor in engine compartment. Tanks to be mounted on frame rails either under or behind cab, and have a Parker Hannifin type filler receptacle and dust cap.	YES / NO

TYPE	DESCRIPTION	<u>SHALL BE</u> <u>AS</u> <u>SPECIFIED</u> (Circle One)
Electrical:	160 amp alternator, 12 volt starter, maintenance free batteries with total 3,300 CCA batteries. Lighting per D.O.T. specifications. To be L.E.D. type lights. Cab to have wiring and dash control for local installation of roof mounted lights. All electrical connections to be water proof. 6 position switch panel with a dedicated power distribution center and circuit breakers integral to trucks electrical system. Unit to have a 20 amp battery feed and ground wire along with 15 amp ignition feed, all three shall run to center of dash with approximately 2' of wire coiled up. Must have master battery shut off switch mounted in cab. Emergency jump start post mounted on frame rail.	YES / NO
Cab:	<p>Two-man severe-service cab. Interior cab height, measured from floor to headliner must be a minimum of 54" to allow our entire staff of drivers the proper work area to perform their duties as expected. Bostrom air suspension high back driver's seat with arm rest, passenger seat to be fixed. Tilt hood. Cab entrance assist handles on each side of cab, 16" x 7" west coast and convex mirrors heated and remotely operated with breakaway mirror brackets, tinted windshield, intermittent windshield wipers and washer, dual sun visors, seat belts for both seats, tilt and telescopic steering column, and heavy duty door hinges. Electric locks and windows. AM/FM CD player.</p> <p>Cab to include hour meter, needle calibrated oil temperature gauge for transmission, water temperature, engine oil, volt meter, air pressure, and fuel gauges included. In addition, dual air horns with snow shields, interior dome light, and hand throttle. Cab to include cab mounted strobe light hooked into the Strobe system.</p>	YES / NO
Heater & Air Conditioning:	Heavy duty factory installed air conditioning unit, heater and defroster, in accordance with manufacturer's specifications.	YES / NO
Fifth Wheel:	Severe-duty, 24-inch air slide, outboard angle-mounted fifth wheel. Must have a minimum of 62,500# vertical load capacity, and have an 8.75 inch fifth wheel leg height. Must also have dash-mounted control and air-release valves. Fontaine model H5092 or equivalent.	YES / NO

TYPE	DESCRIPTION	<u>SHALL BE</u>
		<u>AS</u> <u>SPECIFIED</u> (Circle One)
Tractor Connections:	12 ft. coiled trailer air hose with 48 inch tractor and 12 inch trailer leads. 7-way primary trailer cable receptacle wired for stop, turn and ABS located at back of cab. 36 inch stainless steel slide bar located on back wall of cab to support trailer connections. Light plug and glad hand holder located at lower driver side of corner of cab.	YES / NO
Wet Kit:	Two-line pump and valve system to be compatible with the dump trailers currently in use at the City of South Bend. To have minimum 50-gallon hydraulic upright-mount poly tank transverse-mounted on the frame rails behind the cab. Pump must be capable of a minimum of 30 gpm and 2000 psi continuous duty. PTO controls to be mounted in cab.	YES / NO
Exhaust:	Single horizontal muffler and tailpipe, mounted on right side.	YES / NO
Parts List:	Vendor shall supply a complete list of part numbers of all filters including hydraulic, belts, and hoses along with fluid types and quantities.	YES / NO
Rust Proofing:	Five year minimum, full repair warranty. Cab and chassis.	YES / NO
Safety:	Truck and equipment to conform to all State and Federal Requirements, as well as O.S.H.A. and D.O.T. Back up Alarm to be included.	YES / NO
Colors:	White Cab	YES / NO
Manuals:	Complete set for chassis, engine, electrical, transmission, all add on equipment. Can also be CD or DVD. Must include access to factory website for trouble shooting and parts lookup. Must include factory style scan tool or software to be used on City laptop computer.	YES / NO
Training:	Vendor to include up to eight hours of training for trouble shooting and parts software and website for Central Services employees.	YES / NO
Color:	White Cab	YES/NO
Quantity:	One (1) or more	YES/NO
Trade-In:	Unit SN493, 2003 International Tandem Axle Tractor, VIN# 1HSWYATRX3J061901	

TYPE	DESCRIPTION	<u>SHALL BE</u> <u>AS</u> <u>SPECIFIED</u> (Circle One)
Price Guarantee:	The successful bidder shall guarantee the bid price for a minimum of 12 months from the bid award date to the City of South Bend. The City reserves the right to purchase up to three (3) additional units at this price.	YES/NO
Warranty:	<p>Chassis: 12 months/12,000 miles complete. Body, hoist, underbody - 12 months from date of delivery. Engine and transmission as specified. The unit shall be awarded as a complete dump truck. The successful bidder shall be responsible for all warranty repairs. <u>The successful bidder shall provide written certification of all extended warranties at the time of delivery.</u></p> <p>It is the objective of Equipment Services to keep this equipment available for service on a 24 hour basis, especially during the winter season. Therefore, repairs that may require lengthy travel time and distance may affect this bid. It will be at the discretion of Equipment Services as to the location at which the warranty work will be performed.</p> <p>A. Your service man at our shop. B. Your service man at your shop.</p> <p>Note: If the work is to be performed at your shop and your shop is located outside of the City limits, you will be responsible for pick-up and delivery of the unit, within eight (8) hours of notification or you will be assessed \$100.00 per day penalty.</p>	YES/NO
Pre-Construction:	Vendor will have pre construction meeting at Central Services.	



**BID/PROPOSAL
CITY OF SOUTH BEND**

BID NAME One (1) or More 2016 or Newer Tandem Axle Tractor Powered by
FOR BIDS DUE Compressed Natural Gas (Spec R)
March 8, 2016; 9:30 a.m., Local Time

Description	Year/Make/Model	Unit Price
		\$

Year	Make/Model – Trade In	Unit Price
2003	Unit SN493, International Tandem Axle Tractor, VIN#1HSWYATRX3J061901	\$

Estimated number of days for delivery from award date.	
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Bidder (Firm): _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

By _____
(Signature)

(Printed Name)

(Title)

BOARD OF PUBLIC WORKS

Gary A. Gilot, President

Therese J. Dorau, Member

David P. Relos, Member

Elizabeth A. Maradik, Member

James Mueller, Member

Attest: Linda M. Martin, Clerk



CITY OF SOUTH BEND INSTRUCTIONS TO BIDDERS

1. BID FORMS AND EXECUTION

- A. Bidders are expected to examine the Drawings, Specifications, Proposal and all Instructions. Failure to do so will be at the Bidder's risk.
- B. Each Bidder shall furnish all information required by the Notice, Instructions to Bidders and Specifications. Bids must be made on the form provided. The Bidder shall sign the Proposal and Non-Collusion Affidavit, which is a part of the provided form, where indicated, provide a notary signature and provide all other information required.
- C. The Bidder shall sign the Proposal in the following manner: If the Proposal is made by an individual, his/her name and post office address must be shown. If made by a partnership or joint venture, the name and post office address of each member of the partnership or joint venture must be shown. If made by a corporation, the Proposal must be signed by an officer of the corporation or by a representative duly authorized by the corporation to execute the Proposal in its behalf.

2. SEALED BIDS ONLY

- A. Bids, Proposals, Guaranty, and other required documents must be submitted in a sealed envelope marked on the outside with the general classification of material bids, i.e. "Bid for Computer Equipment," "Bid for Front End Loader," or "Bid for Office Supplies."
- B. When samples are required, such samples shall be delivered or shipped at the bidder's expense to the address specified in the Invitation to Bid. Samples must be shipped separately from bid documents and labeled clearly with the Bidder's name, address and the commodity or equipment classifications and documents, the item (and item number, if any), and Material Safety Data Sheets (if applicable). All samples must be representative of the commodities or equipment which will be supplied by the successful Bidder. All samples will become the property of the City of South Bend and none will be returned, unless otherwise stated in the Specifications.
- C. In the event of an inconsistency between provisions of the contract documents, the inconsistency shall be resolved by giving precedence in the following order:

3. ORDER OF PRECEDENCE

- A. Bid Form attached Proposal
- B. Amendments to Specifications
- C. Specifications
- D. Special Provision
- E. Instructions to Bidders
- F. Notice to Bidders

4. DELIVERY OF BIDS

- A. Bids must be delivered to the Office of the Board of Public Works, 13th Floor, County-City Building, Room 1316, 227 West Jefferson Boulevard, South Bend, Indiana 46601 (574) 235-9251, by the time specified (local time) in the Notice to Bidders. If not delivered personally, the sealed envelope containing the Bid must be mailed to the following address:

City of South Bend
Clerk of the Board of Public Works
1316 County-City Building
227 West Jefferson Boulevard
South Bend, Indiana 46601

- B. The Post Office Department will be considered agent of the Bidder in delivering the bid. The City will not be responsible for deliveries. **Any Bids received after the time specified will be returned unopened.**

- C. Bids will be opened and read publicly at the time and place designated in the Notice to Bidders. Bidders, their authorized agents, and the public are invited to be present.
 - D. Bidders may bid on one (1) or more item, provided however, that the bid submitted for each is delivered in a **separate, sealed envelope**, with the **envelope clearly labeled** on the outside as to the specific item for which the bid is being submitted. Bidders may submit separate bid bonds for each item being bid upon OR may submit one (1) bid bond equal to 10% of the combined total of all bids submitted.
 - E. **The Board may reject any bid based on being non-responsiveness should such bid not conform to these requirements as listed herein or if a bid cannot be delivered in a manner consistent with the needs of the City.**
5. **ADDENDA – NO VERBAL INTERPRETATIONS**
- A. No inquiries by Bidders relative to interpretation of Plans, Specifications, Special Provisions, or other Bidding Documents will be answered verbally. If any prospective Bidder is unable or unwilling to comply with one or more requirements of the bidding document, such Bidder should so inform the Board of Public Works in writing. Upon receipt of such information, consideration will be given to the advisability of issuing an Addendum which would thereupon become applicable to all Bidders. Any such inquiry must be submitted at least seven (7) days prior to the bid opening date in order to give the Board sufficient time to consider any necessary Addendum. All answers to such inquiries, in the form of Addenda, will be furnished to all prospective Bidders who have registered with the City. All Bidders are required to acknowledge receipt of any Addenda by inserting the Addendum number and the issuing date on executed Proposals.
6. **REJECTION OF PROPOSALS CONTAINING ALTERATION, ERASURES, INCOMPLETE BIDS AND ETC.**
- A. Proposals shall be rejected if they show any alteration of form, additions not called for, conditional or alternate bids (except when and insofar as are invited), incomplete bids, erasures or irregularities of any kinds.
 - B. All blank spaces for bid prices must be filled in, in ink, with the unit price and total price for each item (This does not apply to divisible bids). In case of incorrect totaling of amounts and where the unit price and the extension thereof do not agree, the unit price for each item shall govern, and the City is authorized to correct all erroneous extension and totals for the purpose of comparing bids.
7. **TRADE DISCOUNTS**
- A. Trade discounts shall not be shown separately, but shall be incorporated in the Bidder's unit price, unless otherwise specified.
8. **VEHICLE BIDS**
- A. Bidders may bid on one (1) or more vehicles, provided however, that the bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on Bidders may bid on one (1) or more vehicles, provided however, that the bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on the outside as to the specific vehicle for which the bid is being submitted. Bidders may submit separate bid bonds for each vehicle being bid upon OR may submit one (1) bid bond equal to 10% of the combined total of all vehicle bids submitted.
 - B. If an Option is included within these specifications, please be advised that, optional items placed in the specifications are to determine the best configuration of the item within a budgeted amount and may be included in the award criteria. If the Board elects to award one or more option(s), the base bid price and the option bid price(s) will be totaled and compared for all bidders offering the final configuration. Award will be made based on the lowest responsible/responsive bid prices submitted for the base bid with the selected option(s), if applicable. Failure to submit a bid on an option may result in the entire bid being non-responsive, depending on the final configuration of the product.

9. The Board may reject any bid that does not conform to these requirements as non-responsive.
10. TAX EXEMPTIONS
 - A. The City of South Bend is exempt from the payment of federal excise and transportation taxes levied under the provision of the Internal Revenue Code. It is also exempt from the Indiana State Gross Retail Tax (sales tax). The City will furnish the successful Bidder with any certificate of exemption required.
11. WITHDRAWAL OF BIDS
 - A. Withdrawal of bids will be allowed only in those cases in which a written request to withdraw a bid is received by the Board of Public Works prior to the date and hour for receiving and opening bids. In such cases, the same will be returned to Bidder unopened.
12. ESCALATOR OR CONTINGENT CLAUSES
 - A. The use of escalator clauses or other contingent clauses by the Bidder is prohibited, unless requested or permitted by the Invitation to Bid. No Proposal shall contain nor be accompanied by any writing purporting to limit or qualify the City's right to accept such Proposal or purporting to alter such Proposal or any Contract which may be executed pursuant thereto.
13. PRICES MUST BE DELIVERED PRICES
 - A. The bid price shall be a delivered price. All materials shall be shipped F.O.B. destination as specified in the Invitation to Bid. No fuel surcharges accepted.
14. AWARD – WAIVER OF TECHNICALITIES
 - A. The Award of Bid, if any award be made, will be made within sixty (60) calendar days after the opening of Proposals to the lowest responsible and responsive Bidder who's Proposal complies with all the requirements prescribed, exclusive of technicalities waived. Until the final award of the Bid, however, the right is reserved by the City to reject any and all Proposals and to waive technical errors.
15. SPLITTING OF AWARDS/DIVISIBLE BIDS
 - A. Bids will be awarded on the basis of the total dollar amount for all items in the Proposal unless the bid is described by the City as a Divisible Bid. The City may award a Divisible Bid to the lowest responsible and responsive Bidder for each item or class of items as indicated in the bid documents.
16. BIDDER QUALIFICATION
 - A. The City may require any Bidder to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Bidder. The City will not award a Contract to a Bidder who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligations to be undertaken competently and without delay.
17. PURCHASE ORDERS
 - A. A Purchase Order will be issued to the successful Bidder after formal acceptance of the bid is made by the City.
18. NEW MANUFACTURE
 - A. Unless otherwise specified in the Invitation to Bid, the items offered shall all be new and the latest model of manufacture.
19. SOURCE OF SUPPLY
 - A. If the Bidder is not a manufacturer, the source of supply must be shown and all sub-contractors must be identified.
20. PACKAGING
 - A. All items shall be delivered strongly packed and marked according to accepted commercial practice unless otherwise directed in the Specifications. No charge shall be made for containers and the City shall have no obligation to return containers unless otherwise provided by the Specifications or Special Provisions. Any items not received in good condition will be rejected.

21. INSPECTION OF GOODS
- A. The City of South Bend reserves the right to inspect and have any goods tested after delivery for compliance with the specifications. Notice of latent defects, which would make the item unfit for the purposes for which they are required, may be given at any time within one year after discovery of the defects.
 - B. All items rejected must be removed immediately by the Contractor at the expense of the Contractor. If the Contractor fails or refuses to remove the rejected items, they may be sold by the City of South Bend.
 - C. In some cases, at the discretion of the City, inspection of the commodities or equipment will be made at the factory, plant, or other establishment where they are produced before shipment.
 - D. The above provision shall not be construed in limitations of any rights the City may have under any laws including the Uniform Commercial Code.
22. ASSIGNMENTS
- A. No person to whom a Contract has been awarded may assign his interest in the Contract without the consent, in writing, of the City.
23. CANCELLATION
- A. The City of South Bend reserves the right to cancel any Contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, conspiracy, or any other misconduct on the part of the Contractor.
24. DEDUCTION OF DAMAGES
- A. If the City cancels the contract for any cause, it shall deduct from whatever is owed the Contractor on the Contract or any other Contract, any amount sufficient to compensate the City for any damages suffered by it because of the Contractor's wrongdoing.
25. METHOD OF INVOICING FOR PAYMENT
- A. Contractor shall bill the City of South Bend
 - 1. On regular invoice form giving a complete and detailed description of the goods delivered, including purchase order number.
 - 2. If the Contractor allows a discount, the period of time in which the City must make payment to qualify for the discounts shall be computed from the date the City received the invoice (completely filled out), or the date the goods are delivered and accepted, whichever may be later, and shall not be less than twenty (20) days.
 - 3. If more than one shipment is made under the Contract and on the same purchase order, the City will make partial payments on a basis that is agreeable to both parties.
26. OWNERSHIP OF GOODS
- A. The goods which are the subject of the Contract shall remain property of the Contractor until delivered to and accepted by the City of South Bend.
27. ESTIMATED QUANTITIES
- A. If the quantity set forth in the Notice to Bidders and Proposal is approximate and represents the estimated requirements of the City for a specified period of time, the unit price and the extended total price thereof shall be used only as a basis for the evaluation of bids. The actual quantities necessary may be more or less than the estimate, but the City shall neither be obligated nor limited to any specific amount. The City will, if at all possible, restrict increases to twenty percent (20%) of the estimated quantity and will, if at all possible, restrict decreases to twenty percent (20%) of the estimated quantity.
28. TERM "OR EQUAL"
- A. Where the term "OR EQUAL" is used in these Specifications, the Bidder deviating from specified item shall file with his/her bid a letter fully explaining and justifying his/her proposed article or equal. The City of South Bend shall be the sole judge in determining if the "OR EQUAL" offered meets the Specifications.

29. INDEMNIFICATION CLAUSE

- A. The Contractor agrees to indemnify, defend, and hold harmless the City of South Bend, its agents, officers, and employees from all costs, losses, claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the negligent performance of this Contract by the Bidder or because or arising out of any defect in the goods, materials or equipment supplied by the Bidder.

NOTE: Incoming mail does not reach the Board of Public Works until after 9:30 a.m. If you are sending your bid via Federal Express or another overnight source, please confirm that your package will arrive before the bid opening time and date.